

OL Files

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Organizational Meeting

FROM	[Redacted]		EXTENSION	NO.	OL 4065-87
TO: (Officer designation, room number, and building)	[Redacted]		DATE	20 April 1987	
STAT 1.	[Redacted]	DATE	RECEIVED	FORWARDED	OFFICER'S INITIALS
	TG/IMSS/OL				
STAT 2.	[Redacted]				
	P&PD				
	154 P&PD Bldg				
STAT 3.	[Redacted]				
STAT 4.	[Redacted]				
	Supply				
STAT 5.	[Redacted]				
	FMD				
	3E14 Hqs				
STAT 6.	[Redacted]				
	NBPO				
	1J45 Hqs				
STAT 7.	[Redacted]				
	RECD				
STAT 8.	[Redacted]				
STAT 9.	[Redacted]				
	PMS				
10.	[Redacted]				
11.					
12.					
13.					
14.					
15.					

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21 APR 1967

MEMORANDUM FOR: OL ADP Working Group

FROM:

DC/Information Management Support Staff, OL

SUBJECT: Organizational Meeting

1. At the direction of the D/L, I was tasked with organizing an OL ADP Working Group comprised of representatives of each Division and Staff within OL. I have now received the names of each representative (attached) and would like to schedule a kickoff meeting for 8 May at 1300 in [redacted] Building.

2. Items of concern for this group is the formation of a set of goals and objectives for OL-Wide ADP applications, review of ADP projects and tasks now underway or in the planning stages, establish guidelines for review and approval of ADP proposals, oversight of bar coding applications and the relationship of all of these items to the OL objectives.

3. Attached is a proposed agenda for the first meeting. If you have any questions please call me on [redacted]

Attachments:  
As stated

OL 4065 87

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OL ADP WORKING GROUP  
AGENDA

23 April 1987

STAT

Opening Remarks

Select Recording Secretary

Discussion on Goals and Objectives

Overview of ADP Projects

STAT

LOC

P&PD

IMSS

FMD

RECD

PMS/CONIF

SD

CLAS

Establish Review Procedures

Wrap Up

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**SUBJECT: Organizational Meeting**

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STAT OL/IMSS/PB:dr  (20Apr87)

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